



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

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Applicable ACA Standards: 2-7122	Revision Date: 03-28-12
Signature: /s/ Karen Duncan	Effective Date: 08-04-11

I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) bureau employees will follow established procedures for inputting data into the Youth Management System (YMS) or future generation information and reporting systems to enable the bureau and the Youth Services Division (YSD) in making informed management decisions with respect to staffing, youth programs, and legislation. YMS also greatly enhances sharing youth information with local, state, and federal law enforcement agencies. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Alerts – lets others know that something needs to be done with or for a youth right away. Also for notification of short-term issues.

CAPS - Child and Adult Protective Services, the online statewide management system maintained by DPHHS. CAPS will be referenced as the vehicle through which payments will be made for out-of-home placements and/or for services provided to the youth.

Cautions – long term warnings that apply to the youth. Warn users of potential issues that may impact all decisions made on handling a youth.

Facility – Great Falls Youth Transition Centers, Riverside Youth Correctional Facility, or Pine Hills Youth Correctional Facility.

ICJ - Interstate Compact for Juveniles

Interstate Commission for Juveniles – consists of commissioners appointed by the appropriate appointing authority in each compacting state and non-voting members from national organizations. The purpose of the commission is to establish and oversee the development and implementation of rules, financing, training, and compliance for the new compact

Youth Correctional Facility - the Pine Hills Youth Correctional Facility, Riverside Youth Correctional Facility, or any other contracted Secure Youth Correctional Facility.

Youth Level of Service/Case Management Inventory (YLS/CMI) - is an assessment tool designed to aid professional workers responsible for assessing youth. It is in the form of a checklist designed to provide a detailed survey of risk and need factors exhibited by the youth and

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to provide a linkage between these factors and the development of a case plan. The instrument was developed from contemporary theories of criminal behavior.

Youth Management Systems (YMS) – youth services division’s automated database system for the electronic storage and management of youth records.

III. PROCEDURE:

- A. YCC staff will promptly and accurately input youth data using YMS.
- B. All bureau staff will be trained to input the necessary data and ensure that youth information is accurate and complete.
- C. Bureau staff will follow directives and YMS computer desktop or printed guides with respect to how information is entered by Juvenile Parole Officers (JPO), Regional Program Administrators (RPA), Youth Transition Centers (YTC) staff, central office personnel, or Interstate Compact for Juveniles (ICJ) unit personnel.
- D. Employees may be expected to participate in the design, implementation, and testing when the Department develops and implements new data collection and reporting systems.
- E. The following information will be entered by appropriate personnel.
 1. Add a new youth
 - a. Users must search YMS using all possible name options and identification number for a youth before adding a new youth.
 - b. Basic Info
 - i. Assigned staff at youth correctional facilities will add new youth upon admittance of the youth into the youth correctional facility.
 - ii. The ICJ unit will add a new youth for incoming interstate youth upon receipt of referral.
 - iii. JPOs will check for accuracy on pertinent information within 48 hours of receipt of facility referral packet.
 - iv. JPOs will change status to “parole” for incoming interstate youth upon youth’s arrival.
 - c. Birthdates
 - i. Assigned staff at youth correctional facilities will add new youth upon admittance of the youth into the youth correctional facility and verify by birth certificate.
 - ii. If youth has used a false birth date enter it and designate it fictitious.

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- d. Address
 - i. Initial address will be entered by assigned staff at youth correctional facilities within 8 hours of admittance to the facility.
 - ii. Each change in placement should result in a change in address.
 - iii. Entering movement between units within the youth correctional facility is not required but is allowed.
 - iv. Initial address for interstate youth will be entered by the ICJ unit upon receipt of referral. JPO will verify the address of interstate youth upon initial contact and correct if necessary.
 - v. JPO will enter address changes when youth is on parole including interstate youth.
- e. Court Cases
 - i. Court documents will be entered by assigned staff at youth correctional facilities upon admittance into the facility.
 - ii. The commitment date is considered the date of oral pronouncement.
 - iii. Court documents filed after initial commitment to the Department will be entered by the JPO if the youth is on parole or assigned staff at youth correctional facilities if the youth is in the facility.
 - iv. Interstate unit will enter court case as "Interstate Court" for incoming ICJ youth and be sure to flag if the youth is designated a sex offender or violent offender.
- f. Current Offenses
 - i. Offenses will be listed as found on the committing court order or supporting documents.
 - ii. This will be entered with the court order upon entry into the youth correctional facility by assigned staff at youth correctional facilities including number of counts.
 - iii. Offenses committed after being adjudicated will be entered by the JPO if the youth is on parole or assigned staff at youth correctional facilities if the youth is in the facility.
 - iv. Identify each offense. If there are two or more of the same offense name on one day enter the offense name and the number of counts. If there are different dates for each offense a separate entry must be made for each offense and one count. Leave count number blank.
- g. Prior Offense
 - i. Prior offenses will be entered by assigned staff at youth correctional facilities within 8 hours of admittance.
- h. Photo
 - i. For this screen use only portrait and profile photos.
 - ii. Initial photos will be entered by assigned staff at youth correctional facilities upon admittance into the facility or by JPO for incoming interstate youth.

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- iii. New photos should be taken if there is a substantial change in the youth's appearance, compared with the former photo displayed in YMS.
 - iv. Updated photos will be entered by the staff (JPO and YTC staff members) that took the picture within 48 hours
 - v. Instructions how to upload photos
 - 1) Insert photo date
 - 2) Click browse
 - 3) Go to where the picture is saved on your computer
 - 4) Left double click or single click and select open
 - 5) Click upload
 - 6) Click save
- i. Other Photos
 - i. Photos of scars, marks, and tattoos belong in this screen.
 - ii. Assigned staff at youth correctional facilities, JPOs or GFYTC staff will enter these photos within 48 hours of taking the photo.
 - iii. Save new photos of youth (both profile and portrait view)
 - iv. Follow E.1.h.v to upload photos to other photos screen.
- j. Scars, Marks
 - i. Narrative descriptions of scars, marks, tattoos, and piercings will be entered by assigned staff at youth correctional facilities within 8 hours of admittance.
 - ii. Facility staff and JPO will update scars and marks as necessary.
 - iii. Be as descriptive as possible in the extended description field.
- k. Correctional Status
 - i. Secure status will be entered by assigned staff at youth correctional facilities within 8 hours of status change.
 - ii. Parole status will be entered by assigned staff at youth correctional facilities within 8 hours of status change.
 - iii. Upon receipt of referral ICJ unit will enter an incoming youth's correctional status for probation youth.
 - iv. Discharge status will be entered by JPO or youth correctional facility case manager that completed the discharge request within 5 days of approved discharge.
- l. Location
 - i. Assigned staff at youth correctional facilities will enter the location when the youth is under a secure status.
 - ii. JPO will enter location when the youth is on parole status.
 - iii. Be sure to change address with location change.
 - iv. Upon receipt of referral ICJ unit will enter the youth's location of Montana or Other State.
 - v. JPO will enter specific location of youth for interstate youth.

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2. Alerts

- a. Any user with critical risk information for daily youth management will enter the alert immediately.
- b. The user who entered the information needs to be aware of the expiration date and enter it appropriately.

3. Cautions

- a. All users with knowledge of long-term warnings that apply to the youth must enter the information as soon as possible.
- b. Be aware that end date does not automatically populate. User will end date when appropriate.

4. DNA Test

- a. Assigned staff at youth correctional facilities will enter DNA requirements within 8 hours of youth entry to the correctional facility.
- b. Interstate youth DNA information will be entered by the JPO when the information is received.

5. Education

- a. Assigned staff at youth correctional facilities will enter previous education within 30 days of admittance to youth correctional facility and update each semester as necessary or until education is completed.
- b. JPO or YTC staff will enter within 30 days of parole and update each semester as necessary or until education is completed.

6. Employment

- a. Employment start date will be entered by the JPO or YTC staff within 48 hours of receiving notification.
- b. Employment end date will be entered within 48 hours of receiving notification.

7. Family

- a. Initial family information will be entered by assigned staff at youth correctional facilities within 30 calendar days of admittance to the correctional facility
- b. Additional family information will be entered by assigned staff at youth correctional facilities or JPOs as it is learned.

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- c. Incoming interstate youth family information will be entered by JPO within 30 calendar days of supervision acceptance.

8. Gang

- a. Assigned staff at youth correctional facilities will enter Gang affiliation information within 7 calendar days of youth entry to the correctional facility.
- b. Information will be verified through security threat group validation process.
- c. JPOs will complete STG Validation when it is apparent that status has changed and follow YCC 60-28, Security Threat Group and Street Gang Identification and Management.
- d. JPOs will enter changed information in YMS as soon as possible.
- e. JPOs will communicate with ICJ unit to clarify if incoming interstate youth has gang affiliations.

9. Interstate Compact: Interstate compact information will be entered by the Department ICJ unit within 5 business days of referral packet receipt.

10. Military

- a. It is unlikely, but there may be a youth with military history in our custody.
- b. The user discovering the history will enter it as soon as possible after discovery. Include military branch, military status, military rank, and discharge, if known.

11. Name

- a. All users complete this detail screen to add any variations on the legal name when discovered.
- b. Be careful to spell correctly. Spaces and hyphens are the only allowed forms of punctuation.
- c. Last name, first name, and name type are required.

12. Numbers

- a. CAPS numbers will be entered by the JPO within 10 business days after admittance to the Department.
- b. A unique Telmate PIN ID number is created when a new youth is entered. These are automatically generated. Do not delete these numbers.
- c. Fictitious social security numbers will be entered within 48 hours after discovery.

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- d. Supervising officers will add new numbers as discovered, including for incoming interstate youth.

13. Officer

- a. Primary officer will be entered by JPO, or YCC administrative support when JPO is unavailable, within 5 days after admittance into youth correctional facility and will be end dated upon discharge of the youth. (2-7122) YCC administrative support will notify JPO, via e-mail, of youth admittance. (In most cases, this officer should only change when the youth is transferred to another officer due to the family moving out of the primary officer's region. Primary officers may also change within the same region.)
- b. Courtesy officer will be entered by courtesy officer within 48 hours after youth enters placement in the region and end dated when the youth leaves their supervision.
- c. Case managers will be entered by the assigned staff at youth correctional facilities within 48 hours after youth is placed in the facility and end dated when the youth leaves the facility. When a youth is at YTC the assigned staff person will enter case manager.
- d. Interstate officer will be entered by the Department ICJ unit and end dated when the youth returns to their home state or is discharged.
- e. For incoming interstate youth courtesy officer will be entered by the JPO within 48 hours of receipt of referral packet.

14. Vehicle

- a. If a youth possesses or drives a personal or work vehicle(s) the information should be entered.
- b. JPOs should enter the cars' year, make, model, color, plate number, and registered owner(s).

15. Chronological Notes(Chronos)

- a. These become legal documents.
- b. Chronos will be entered by JPOs or YTC staff within 7 calendar days of the contact.
- c. Chronos will be added for interstate youth just as any other parole youth.
- d. Include essential components on chronological notes
 - i. Data or narrative
 - 1) Documentary evidence of services.
 - 2) Youth's response

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- 3) Identification of new problems issues affecting goals or steps
 - ii. Assessment
 - 1) Officers impressions derived from data or narrative
 - iii. Plan
 - 1) What will happen next
 - 2) Where is officer going with the youth
 - 3) Must relate back to treatment plan, update if necessary
 - iv. Remember
 - 1) Flexibility
 - 2) Officer develops style within framework
 - 3) Summarize what occurred.
 - 4) Eliminate flippant comments
 - 5) Minimum of editorial comment
16. Substance Test
 - a. Test administrator will enter substance tests within 48 hours of the test.
 - b. Enter results as shown in the test kit.
 - c. If questions remain about results submit to the department approved lab for further testing.
 - d. When results are received from the lab enter those results as a new test.
 - e. Reference [YCC 60-19, Standardized Offender Urinalysis Screening](#).
17. Substance Use: JPOs, YTC staff, and youth correctional facility staff will enter substance use as reported by youth or gleaned from collateral information or positive test results as soon as possible.
18. Youth Medical: This is entered only by assigned staff at youth correctional facilities to indicate if there is a job restriction due to health issues.
19. Assessment
 - a. Initial YLS/CMI will be entered by assigned staff at youth correctional facilities within 30 days after admittance to the facility.
 - b. Subsequent assessments will be entered by the JPO or YTC staff within 30 days after release from a youth correctional facility and every 90 days thereafter.
 - c. If the youth is revoked to the facility a new assessment will be completed by assigned staff at youth correctional facilities.
 - d. JPOs may use the YLS/CMI as a level of supervision tool for incoming interstate youth.

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20. Progress Meeting List

- a. Assigned staff at youth correctional facilities will enter the date of the initial case plan meeting within 30 days of youth's admittance to the youth correctional facility.
- b. Assigned staff at youth correctional facilities will enter the date of case progress review meetings each 90 days after initial meeting.
- c. JPOs will enter the initial case progress meeting within 30 days of youth's release to parole.
- d. JPOs will enter the date of case progress review meetings each 90 days after initial meeting.
- e. YTC case manager will enter the case progress meeting within 30 days of youth's entry into program.
- f. YTC case manager will enter the date of case progress review meetings each 90 days after initial meeting.
- g. Details of each case plan and case progress review will be entered by the appropriate individual when the youth version of offender management plan is finalized.

21. Security Classification: Security Classification is entered only at secure youth correctional facilities.

22. Incident Tab

- a. Intervention Agreement
 - i. JPOs will enter the intervention agreement within 24 hours of signed agreement.
 - ii. YTC case manager will enter the intervention agreement within 24 hours of signed agreement.
- b. Waiver
 - i. Hearings officer will enter waivers within 7 business days after the waiver.
- c. On-site Hearing
 - i. Hearings officer will enter on-site hearings within 7 business days after the hearing.
- d. Administrative Hearing
 - i. YTC case manager will enter administrative hearings within 1 business day.
- e. Disciplinary Review
 - i. Disciplinary reviews are entered only at the secure youth correctional facilities.
 - ii. Clerical staff will enter disciplinary reviews within 1 business day.

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23. Sealing Records (Disassociate Youth)

- a. This is completed by YSD administrative officer for Montana parole youth and ICJ administrative support for incoming interstate youth.
- b. Sealing records will be completed the 15th of the month following the discharge of the youth.

24. Manage Reports

- a. Allows users to set up reports they desire for one youth at a time. This is not a required function.
 - i. Click the reports tab.
 - ii. Click Manage Reports on the menu bar.
 - iii. Click build a sub-report
 - iv. Title your report
 - v. Select elements to include in your report
 - vi. Save the report.
 - vii. When you return to the User Defined Report Listing Screen select the “Export to PDF” link next to the report you wish to run.

25. Auditing Function

- a. The auditing function allows users to request information about completion of required entries for data quality assurance.
 - i. Send request through COR Service Desk.
 - ii. Include date range, user specifics, and data elements to be searched.

I. CLOSING:

Questions concerning this procedure should be directed to the youth community corrections bureau chief.

II. REFERENCE:

<u>YCC 60-19</u>	<u>Standardized Offender Urinalysis Screening</u>
YCC 60-28	Security Threat Group and Street Gang Identification and Management

III. ATTACHMENTS:

None